



NCI-Frederick

FACILITY

Data Management

Administrative Helpful Hints

GENERAL CONTACT INFORMATION

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REFERENCE

The FACILITY SOP is located on the FACILITY web page:

<http://web.ncifcrf.gov/rtp/lasp/fac/>

This should be the first document referenced when there is a question or concern. The web page can also provide general information related to FACILITY, helpful hints, forms, and User training/information.

LASP ONLINE ACCESS

This online system provides investigators, facility managers, and technical staff with real-time [*] or weekly inventories, ASP information, and customized reports to promote efficient colony management and tracking. [*] Please note that "real-time" inventories are only available to investigators that have requested this feature [data entry frequency may vary] and have dedicated technical staff and equipment to support the request.

<http://www.ncifcrf.gov/rtp/lasp/intra/facilityreports/login.asp>

STRAIN CODE REQUEST FORM

This web-based system is used to request the addition of strain codes for drop-down selection in the FACILITY database. These requests should be coordinated with your facility administrative staff contact.

http://web.ncifcrf.gov/rtp/lasp/intra/forms/strain_code/

IMPORTANT THINGS TO REMEMBER

- FACILITY is a tool to foster communication between the technician and the investigative staff
- Always communicate with the investigative staff
- Be sure to enter accurate data in a timely fashion
- Always ask for help if there is a question of any kind
- Teamwork is key

FACILITY DATA ENTRY

Groups

- Give the group a name
- A group can only be in *One* room [so name the groups accordingly]
- A group type must be entered
- A group must have a species
- Groups must have a "Laboratory" this is the room number
- The governing protocol cannot be expired
- An investigator must be listed

- Account to be charged must be entered

Hide a Group

- Highlight the Group to be hidden and click Hide Group

NOTE: All cages must be hidden and all animals must be marked as DEAD and hidden before a group is hidden; otherwise the investigator will continue to be charged for those cages.

Basic Inventory Animal Requirements

- Strain Code
- Sex
- Date of Birth

To Subtract Animals from Inventory

- Highlight animal, right click, mark as DIED or Sacrificed [you can Sac/EU multiple animals at one time by using the shift or ctrl key to highlight more than one animal, the same apply to hiding animals]
- Hide animals ONLY after they have been marked as DEAD

Basic Cage Requirements [Inventory Only]

- Add number of cages
- Room number
- Cost Type
- Type of cage will be holding [for basic inventory purposes]



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To Subtract Cages from Inventory

- Highlight cage, click hide [you can hide multiple cages at one time by using the shift or ctrl key to highlight more than one cage]

REPORTS

- Run edit reports in Supplemental before running Inventory reports
- Run inventory reports once edits have no errors
- Reports are Due on Thursday

IMPORTANT NOTE

For facility areas where technicians are entering colony management data ... LASP facility staff is responsible for conducting a cage count on a monthly basis to verify accurate inventory reporting.